



COMMONWEALTH of VIRGINIA

Department of Health

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APPLICATION PROCESS TO BECOME A LICENSED EMS AGENCY IN VIRGINIA

1. Complete a NEW EMS agency application – (online)

Application is a two phase process – Initial (preliminary) then once approved complete full application.

This allows for a means of basic information about the company/service for means of verifying operational history. The application may be obtained at:

- <http://www.vdh.virginia.gov/emergency-medical-services/regulations-compliance/inspections/>
- Regulation:
<http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section420/>

NOTE: No two agencies can bear names that are similar or could be construed as misleadingly similar.

- Regulation:
<http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section340/>

2. Place of operations

- Regulation:
<http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section500/>

3. A list of states/localities/jurisdictions where the company has operated.

These states/localities/jurisdictions will be contacted to determine operational / licensure / compliance history.

➤ Regulation:

<http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section420/>

4. Operational Medical Director (OMD)

In order to be an OMD, a physician must meet Virginia OEMS requirements. The application process (if not already a permitted EMS Physician through Virginia OEMS) is separate from the agency application process.

Additional information concerning the application process for operational medical directors may be located at:

- <http://www.vdh.virginia.gov/emergency-medical-services/other-ems-programs-and-links/ems-medical-directors/>
- <http://www.vdh.virginia.gov/content/uploads/sites/23/2016/05/EMSPhysicianApplication.pdf>

➤ Regulation:

- <http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section1800/>
- <http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section1810/>

5. Operational Medical Director contract

A copy of an operational medical director contract/agreement with your agency that meets required minimums is required. An example may be found at:

- <http://www.vdh.virginia.gov/content/uploads/sites/23/2016/05/SampleOMDAgreement-1.pdf>

➤ Regulation:

<http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section590/>

6. Resolution / Ordinance from locality

An ordinance or resolution from the governing body of each locality where the agency maintains an office, stations an EMS vehicle for response within a locality or is a Designated Emergency Response Agency as required by § [15.2-955](#) of the Code of Virginia confirming

approval. This ordinance or resolution must specify the geographic boundaries of the agency's primary service area within the locality.

➤ Regulation:

<http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section420/>

7. Insurance

A certificate of insurance verifying minimum requirements are met is required:

➤ Regulation:

<http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section490/>

8. Protocols

A copy of OMD approved protocols must be available for review at the station, and on permitted vehicles. (*digital/electronic copies are acceptable*)

9. Quality Assurance / Quality Management / Quality Improvement Policy

The agency must have a policy covering QA/QI/QM. At future EMS agency inspections, proof of adherence to policy must be provided.

Regulation:

- <http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section600/>

10. Substance Abuse Policy

Agency must have a policy regarding drug and substance abuse.

An example may be found at:

- <http://www.vdh.virginia.gov/content/uploads/sites/23/2016/05/Anti-SubstanceAbuseProgramTemplate.pdf>

➤ Regulation: <http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section940/>

11. Driver Eligibility Policy

Agency must have a policy regarding requirements to drive emergency vehicles, discipline, record review, etc.

An example may be found at:

- <http://www.vdh.virginia.gov/content/uploads/sites/23/2016/05/DriverEligibilityPolicyTemplate.pdf>

- Regulation: <http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section910/>

**Special attention to comply with Regulation 12VAC5-31-910.C.4*

12. Personnel Records

Current list of providers, certification level and level authorized by OMD to practice

- Regulation: <http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section1040/>

Training records

The agency shall have a current personnel record for each individual affiliated with the agency that contains certification, training, and qualifications for positions held.

EVOG approved equivalents can be found at:

- <http://www.vdh.virginia.gov/content/uploads/sites/23/2016/05/EVOCEquivalents08-2013.pdf>

Designated infection control officer approved courses (an agency shall have at minimum one individual that meets this requirement) can be found at:

- <http://www.vdh.virginia.gov/content/uploads/sites/23/2016/05/ApprovedDICOTrainingPrograms.pdf>

- Regulation:

<http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section540/>

Roster of agency personnel

- Regulation:

<http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section540/>

Virginia Reciprocity (if out of state agency)

During the application process Virginia Reciprocity packets must be requested from Virginia Office of EMS.

- Contact Info: 804-888-9120

Education & Development Website:

- <http://www.vdh.virginia.gov/emergency-medical-services/education-certification/>

Background check and DMV transcript

Proof of criminal history background check and DMV transcript from state of driver's license shall be documented on all individuals affiliated with the agency.

- Regulation:

<http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section540/>

13. Vehicles to be permitted

New vehicle(s) application (*to be completed within agencies online profile*)

- Copy of vehicle registration shall be included with new vehicle application.
- Certified weight slip shall be included with new vehicle application.
- Required equipment must be on the vehicle

Vehicle checklists may be located at:

- <http://www.vdh.virginia.gov/content/uploads/sites/23/2016/05/TransportVehicleChecklist.pdf>
- Regulation:
<http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section860/>

Vehicle maintenance records

- Regulation:
<http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section550/>

14. Current FCC radio license (if applicable)

A copy of an in-date FCC license shall be provided. If the agency is not the license holder, a letter of authorization of use must accompany copy of FCC license; signed and dated from the license holder.

- Regulation:
<http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section760/>

15. Access to EMS Regulations

Regulations shall be available at all station locations of record. The format can be either printed or via the Virginia Office of EMS website or electronic.

- Regulation:
<http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section580/>

16. Emergency Response Plan (Designated Emergency Response Agencies (DERA) ONLY)

- Regulation:
<http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section610/>

Denial of an EMS Agency license:

- <http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section460/>

The Virginia EMS Regulations are located:

- <http://law.lis.virginia.gov/admincode/title12/agency5/chapter31/>

The Virginia Office of EMS web page has a variety of useful information and resources for Agencies and EMS Providers:

- <http://www.vdh.virginia.gov/emergency-medical-services/>

If you have any questions, concerns or require assistance, please contact your regional Program Representative

<https://www.vdh.virginia.gov/emergency-medical-services/program-representatives/>



<http://www.vdh.virginia.gov/emergency-medical-services/>